



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: RESEARCH ASSISTANT
VACANCY NUMBER: 002-2010-RA
SALARY: Salary level \$34,000-\$45,000. Salary will be determined based on position-related experience, professional accomplishments, and relevant education.

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is renewable at the Commission's option. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)

DUTY LOCATION: Washington, DC
WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens

SPECIAL REQUIREMENTS: Finalists may be required to take a web-based, multi-part writing, grammar & research examination.
Selectee must be able obtain and hold a Federal SECRET security clearance.

PROMOTION POTENTIAL: Yes
CLOSING DATE: April 9, 2010
CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION: The Commission's mission is to monitor, investigate, and make recommendations to Congress about matters of concern in relationship between the United States and the People's Republic of China in the following areas: 1) weapons proliferation practices, 2) economics, 3) energy, 4) capital markets, 5) regional economic and security relationships, 6) U.S.-China bilateral programs, 7) China's World Trade Organization (WTO) compliance, and 8) freedom of expression – the implications of restrictions on speech and access to information in the People's Republic of China.

JOB SUMMARY:

MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Research Coordinator and/or other senior USCC staff as directed by the Executive Director —

- 1) Researches, monitors and conducts analysis on developments primarily in China, Taiwan, and the western Pacific Region – particularly with regard to their impact on U.S. policy or interests in the region. This includes but may not be limited to: weapons proliferation practices, economics, energy, capital markets, regional economic and security relationships, U.S.-China bilateral programs, China's WTO compliance, and freedom of expression.

- 2) Prepares reports, position papers, and other information as directed by the Research Coordinator or the Executive Director; prepares and presents briefings on same.
- 3) Works with the Chairman, Commissioners designated as hearing co-chairs, and other USCC staff, to support the planning and preparation of the Commission's public hearings.
- 4) May draft sections of the Annual Report.
- 5) Performs other duties as assigned and responds to research requests by the Research Coordinator, other senior USCC staff, the Executive Director, and/or Commissioners.
- 6) Stays current on policy issues related to the Commission's legislative mandate.

KEY QUALIFICATIONS/REQUIREMENTS:

- 1) Undergraduate degree with a focus on international relations, particularly U.S.-China, or broader Asian issues.
- 2) Demonstrated research skills, including effective utilization of electronic and print information, especially sources regarding China, Taiwan, and the Asia-Pacific region.
- 3) Demonstrated experience and ability to clearly and concisely: present information, analyze data, and make informed, critical judgments about issues.
- 4) Knowledge of, or experience with, issues pertaining to U.S.-China relations, and/or China, Taiwan, and the Asia-Pacific region in general.
- 5) Ability to work effectively as a team member.
- 6) U.S. Citizenship **and** ability to obtain and hold a Federal security clearance at the Secret level. The candidate selected for the position has a provisional appointment with the Commission contingent upon obtaining the Federal security clearance. If the individual selected for the position can not obtain the Secret level security clearance, their appointment with the Commission may be terminated. When applying, include: (1) date of citizenship if naturalized; and (2) if you have or have ever had a Federal security clearance identify the level and dates held. When applying, include: (1) date of citizenship if naturalized; and (2) if you have or have ever had a Federal security clearance identify the level and dates held.

DESIRABLE QUALIFICATIONS: [NOT REQUIRED, BUT MAY BE CONSIDERED IN THE SELECTION PROCESS.]:

- 1) Experience in a Congressional or Executive Branch office, particularly with responsibilities for issues pertaining to China, Taiwan, or the Asia-Pacific Region.
- 2) Knowledge of Chinese culture and China's recent history.
- 3) Experience living or working in the People's Republic of China, Taiwan, or Hong Kong.
- 4) Ability to read and speak Mandarin Chinese at a business level.

TO APPLY:

You must submit a complete application package via email to Opportunities@uscc.gov . Your application package must include a:

1) Cover letter that includes:

- Position Title
- Vacancy Number
- Brief Statement Outlining Your Interest in the USCC and this Position
- Concise, Point-By-Point Responses to all Key Qualifications/Requirements and Desirable Qualifications
- Your Salary Requirements and/or Salary History

2) Professional Resume

- Chronological work history starting with most recent position, supervisor, supervisor's phone number, and whether or not the individual may be contacted,
- Education (including degrees and dates attained),
- Job-related skills, certificates or licenses,
- Job-related honors, awards or special accomplishments,

3) 'Current' Research & Writing Sample

Preferably an essay on history, culture, or politics – your own work – not more than 3 pages, including footnotes and sources.

NOTE: All the information requested above must be received by midnight EST on the closing date or your application will not be considered.

WHAT TO EXPECT AFTER APPLYING:

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

Finalists will be required to take a multi-part writing, grammar & research examination. The selectee for the position will be required to obtain and hold a Federal security clearance at the Secret level.

Applicants not selected for further consideration will be notified via email when the position is filled.

OTHER IMPORTANT INFORMATION:

The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application. – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from

having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

This employment opportunity is also posted on the Commission website at:

<http://www.uscc.gov/jobopportunities.php>